

## PERSONAL HISTORY QUESTIONNAIRE

The information requested on this questionnaire will be used for reference by those who will be considering your application for employment with the Sunset Hills Police Department. An extensive background investigation will be conducted into your personal history. Applicants for the position of police officer may be required to take a polygraph (lie detector) examination to confirm the information in this questionnaire, and to determine other items of background information.

ANY FALSE, MISLEADING, OR INCOMPLETE INFORMATION SUBSTITUTED FOR ACCURATE INFORMATION WILL BE GROUNDS TO DISQUALIFY YOU FROM FURTHER CONSIDERATION IN THE APPLICATION PROCESS WITH THE SUNSET HILLS POLICE DEPARTMENT.

I confirm that I have read and that I understand the above and that all statements and documents presented to the Sunset Hills Police Department are true, correct, complete and made in good faith.

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Signature

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Date

Please indicate position for which you are applying: \_\_\_\_\_

### DIRECTIONS

1. BEFORE YOU BEGIN, read the entire set of directions and listing of documents required for submission. An application checklist is provided for your convenience. This is a competitive process, therefore, applications will not be accepted, processed, or evaluated unless complete. All addresses and phone numbers must include zip codes and area codes.
2. USE BLACK INK PEN ONLY. Complete this form in your own handwriting or printing. Read each question completely before answering. Be certain your answers are legible. If a question does not apply to you enter N/A (not applicable) in the space. Leave no blank space.
3. Additional space is provided on pages 10 & 11 for answers which require clarification or further explanation. All entries must be preceded with the Roman numeral and question letter.
4. Pursuant to Public Law 93-579, the disclosure of your Social Security Number is completely voluntary. Your refusal to reveal it will in no way affect applications for job consideration provided by this department.
5. Upon completion, the questionnaire must be returned along with the required documents in the envelope provided.
6. Questions, in section XI. Use of Force do not apply to civilian candidates, you may enter N/A or leave blank.

## **Minimum Requirements for Civilian Employee**

This announcement provides the information necessary for a potential applicant to determine whether he or she meets the basic entry level qualifications for civilian employee with the Sunset Hills Police Department.

- AGE REQUIREMENT**      Must be at least 21 years of age, or applicant must reach their 21<sup>st</sup> birthday by the time of completion of police academy training.
- RESIDENCY**              Must be a citizen of the United States. It is required that you live 1 hour or less driving time from the police department.
- EDUCATION, WORK  
MILITARY EXPERIENCE**    Must have:  
A high school diploma or GED prior police experience or military service is preferred, but not required.
- ARREST RECORD**        Must be free from a conviction of a Felony or a Class "A" Misdemeanor.
- MILITARY**                Must have an Honorable discharge or a discharge Under Honorable Conditions if applicant has served in the US Military.

### **INTERVIEW & BACKGROUND INVESTIGATION:**

If it has been determined that your qualifications meet our requirements for employment you will be contacted for an initial interview. Candidates will be judged on verbal communication, ability to assess situations and deal with people and their adaptability for police duties. Successful candidates will then proceed to a second interview. From that interview candidates may be referred to the background investigation process.

Successful applicants will be given a conditional offer of employment at that time a physical and psychological examination will be given at the department's expense. If the results of these exams meet the standards of employment, the applicant will be appointed.

## Application Checklist

The following documents must be included with this application, or explain fully why they are not included. All documents submitted become the property of the Sunset Hills Police Department and will not be returned.

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|----|--|--------|-------|
| 1. | Signed authorization of Release of Information   | Yes___ | No___ |
| 2. | Certified copy of birth certificate (raised impression, Certified or notarized copy)   | Yes___ | No___ |
| 3. | High School/College Transcripts. Official Transcripts<br>May be submitted with the application or mailed directly<br>To: 3905 S. Lindbergh Blvd, Sunset Hills, Mo. 63127<br>Attention: Human Resources | Yes___ | No___ |
| 4. | Diplomas received  | Yes___ | No___ |
| 5. | Copy of State Driver's License   | Yes___ | No___ |
| 6. | Recent facial photograph   | Yes___ | No___ |
|    | If Applicable:   |        |       |
| 7. | Copy of military discharge papers - DD form 214  | Yes___ | No___ |
| 8. | Copy of Naturalization Papers  | Yes___ | No___ |

In you are unable to furnish any of these documents, please explain:

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**Sunset Hills  
Salary & Benefits Package**

<b>SALARY</b>	<p>Experienced candidates salary would fall between the entry level and the top of pay grade</p> <table><tr><td>Entry</td><td>\$19.93 per hour (\$41,400)</td></tr><tr><td>Top of Pay Grade</td><td>\$29.95 per hour (\$62,300)</td></tr></table>	Entry	\$19.93 per hour (\$41,400)	Top of Pay Grade	\$29.95 per hour (\$62,300)
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Top of Pay Grade	\$29.95 per hour (\$62,300)				
<b>EDUCATION PAY</b>	Annual payments of \$250.for an Associates Degree, \$500.for a Bachelors Degree, and \$750 for a Masters Degree. These are paid in quarterly increments.				
<b>VACATION</b>	Two weeks after one year of service, three weeks after five years of service and four weeks after fifteen years of service.				
<b>HOLIDAY/PERSONAL</b>	Ten holidays and one personal day per year				
<b>UNIFORMS EQUIPMENT</b>	All uniforms and equipment are provided, cleaning of uniforms is also provided				
<b>SICK LEAVE</b>	Forty hours after six months of employment, eighty hours after one year of employment per year, accruable to 720 hours				
<b>INSURANCE</b>	Medical, dental, life and workers compensation insurance is provided to the employee. Family plans are available through payroll deduction. A portion of the family plan is covered by the city.				
<b>PENSION</b>	LAGERS pension plan is a non-contributory plan supplied. Vested after five years of service				
<b>DEFERRED COMPENSATION</b>	Employees may participate in a deferred tax free program for retirement investments. There is also a 125 cafeteria plan that allows employees to pay for medical and child care costs on a pre-tax basis.				

## **Authorization for Release of Information**

I, \_\_\_\_\_ hereby certify that all statements on or in this application are true and complete to the best of my knowledge and belief. I understand and agree that any mis-statements or omissions of material facts will cause forfeiture on my part or all rights to employment with the Sunset Hills Police Department.

I hereby authorize all law enforcement agencies, Veterans Administration, US Armed Forces, all Federal, State and Local government agencies, Federal and State tax bureau, credit bureau, schools and universities, to furnish the holder of this release with all and any available information regarding me order that they may determine my suitability for police work.

I authorize the holder of this release to make inquiries of my present and past employers regarding my character, integrity and reputation.

I authorize the release of any and all information regarding my employment, credit, or any other information, whether personal or otherwise, that may or may not be on their records, and release said company or person from all liability for any damage whatsoever that may issue from furnishing such information to the holder of this release.

Copies of this authorization will be considered as effective and as valid as the original.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

